



CITY OF BROKEN ARROW

APPLICATION FOR SPECIFIC USE PERMIT

City Staff to complete this section

Case Number: _____

Dev. Number: _____

Date: _____

Application is hereby made to the Broken Arrow Planning Commission to consider a recommendation to the City Council of the City of Broken Arrow, Oklahoma, for a Specific Use Permit.

Project Name: _____

Name of Applicant (Print): _____ Phone: _____

Address: _____ Zip Code: _____

FAX: _____ E-mail (optional): _____

Record Property Owner(s) (Print): _____ Phone: _____

Property Owner(s) Address: _____ Zip Code: _____

County: _____ Quarter Section: _____ Section/Township/Range: _____

County Parcel Number: _____

Legal Description of the Tract (May be attached): _____

Tract Acreage: _____ General Location/Address: _____

Present Zoning/Use: _____ Requested Use: _____

Any private deed/plat restrictions on this property, which might impact building setback, height, or use? ☐ Yes ☐ No

Name of the title/abstract company furnishing 300' radius report of property owners: _____

I HEREBY CERTIFY THAT THE INFORMATION HEREIN SUBMITTED IS COMPLETE, TRUE AND ACCURATE AND THAT I/WE HAVE BEEN NOTIFIED ON THE DEVELOPMENT PROCEDURES AND GUIDELINES, INCLUDING PLATTING AND SITE PLAN REVIEWS IF REQUIRED AND ALL FEES AND CHARGES RELATED TO SITE IMPROVEMENTS, DEVELOPMENT AND BUILDING PERMIT COSTS.

SIGNATURE OF APPLICANT: _____ Date: _____

(Please type or print name of applicant): _____

SIGNATURE OF PROPERTY OWNER: _____ Date: _____

(Please type or print name of owner): _____

DO NOT WRITE BELOW THIS LINE

Date Received: _____ Received By: _____

Total Fee: _____ Receipt #: _____

Planning Commission Hearing Date: _____

**FACT SHEET FOR SPECIFIC USE PERMITS
CITY OF BROKEN ARROW, OKLAHOMA
(See Zoning Ordinance No. 1560, Article X)**

The following uses are allowed by Specific Use Permit as granted by the City Council, as specified in the districts allowed and as defined in Definitions Article II) under Specific Use Permit. All uses are allowed in Agricultural(A-I) and all residential(R)districts, unless otherwise noted:

<u>USE</u>	<u>DISTRICT ALLOWED</u>
a. Airport or aircraft landing field	A-1 only
b. Animal hospital	A-1 only
c. Art gallery, library or museum	A-1 and R (all)
d. Cemeteries	A-1 only
e. Churches and private schools affiliated with churches, except elementary, trade or business	All districts
f. College or university	A-1 and R-1 only
g. Community Center (public and private)	A-1 and R (all)
h. Convent, monastery or seminary	A-1 and R-1 only
i. Country club, private membership	A-1 and R-1 only
j. Foster home or kindergarten	A-1 and R (all)
k. Golf course, including (but not limited to) miniature golf courses, swimming pool and tennis courts	A-1 or R-1 only
l. Group residential quarters/homes and dormitories	A-1, R-5, R-6
m. Heliport, or landing field for helicopters, VTOL craft and hovercraft	A-1, C-5,I-2
n. Hospitals and residential treatment centers	A-1
o. Institutions of religious, charitable or philanthropic purposes	A-1 or R-1 only
p. Lodge or fraternal organization	A-1 or R-1 only
q. Nursing homes or homes for aged	A-1 and R (all)
r. Outdoor recreation facility	A-1 or R-1 only
s. Recreation club or area, private, including private tennis and fitness club (non-commercial)	A-1 or R-1 only
t. Sanitary landfills (private)	A-1 only
u. Schools (private)	A-1 and R (all)
v. Zoos	A-1

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1. All Specific Use Permit applications must be accompanied by a site plan of the proposed area, drawn to scale, showing location of buildings, parking and other pertinent data concerning the operation of the proposed use.
 2. The applicant shall provide through a registered bonded abstract company or a licensed title insurance company, a list of property owners and their mailing addresses within a 300' radius of the exterior of the tract. The original, certified copy of this list must accompany the application at the time of filing. The City will notify the property owners by mail.
 3. A filing fee of \$ 100.00, plus postage, (\$2.00 per property owner in the 300'radius) is due when the application is filed with the Community Development Coordinator.
 4. Each Specific Use Permit will constitute publication of a legal notice in a newspaper of general circulation in Broken Arrow not less than 15 days, but not more than 30 days prior to the public hearing established by the City Planning Department. Publication arrangements will be made by the City and the applicants will be billed directly for the publication.
 5. Posting of signs on the property is required on all Specific Use Permit applications at least 20 days prior to the public hearing. The City will post this sign.
 6. The Specific Use Permit will be considered by the Planning Commission for their recommendation and, if approved by that body, the permit application will be forwarded to the City Council for final approval.

All above information is for general guidance. For further details, contact the Community Development Coordinator at 259-8275 or the Planning Department at 259-8412.